



**Re-sit examination period: Monday 1 August 2022 – 19 August 2022**

## **Part 1 – Important Information:**

If you wish to take your re-sit examinations at an overseas centre you must read the information below carefully and then provide your personal details on Part 2 of this form.

- **This service is available during the re-sit examination period only to students whose ordinary place of residence is outside the UK.**
- **All arrangements to sit examination overseas must be approved by the relevant Head of School.**
- **All examinations must follow the same timetable and be conducted under the same examination conditions as those taken at the University of Glasgow.**

## **Examination Arrangements:**

The venue for the re-sit examination will be British Council Centre in your country of residence. If no British Council Centre exists the Examinations Team will attempt to arrange for the re-sit examination to be hosted at an alternative approved examination venue, normally a partner institution of the University of Glasgow, in the country of residence. If it is not possible to find a suitable venue in your country of residence you will either have to travel to the nearest British Council/alternative approved venue or return to the University of Glasgow to undertake the exam.

The arrangement for you to sit examinations overseas is subject to the approval of your Head of School and to a suitable venue being available to host the examinations according to the University of Glasgow's regulations and guidelines. If one or both of these conditions are not met, you will be required to sit your examinations at the University of Glasgow.

In the event that your examination(s) can be successfully arranged, the University may pass your contact details to the host institution, in order that they may contact you directly in advance of your exam(s). This will only be done upon conclusion of the arrangements, and you will be informed if this procedure is followed. By submitting this form, you give permission for your contact details to be shared in this manner with the host institution.

We will confirm the final arrangements for your examination by email. It is therefore important that you provide a valid email address and check your email regularly until the date of your examination.

## **Costs:**

The University of Glasgow charges an administration fee of £80.00 per examination, which you will be required to pay for prior to the August Examination Diet. Upon completion of this application form, you will be notified by the Exams Team how to pay for this service. You will be liable for the cost of return postage of your examination materials. In addition, you must pay any local fees as determined by the British Council Office/alternative approved examination venue. Students must make arrangements to pay any local fees directly with the British Council Office/alternative approved examination venue. These fees must be paid before you sit the examination

## **Refunds**

Students will be refunded, only if the exam arrangements are unable to be made or if the student cancels 14 days prior to the beginning of the August Examination Diet.

**THIS APPLICATION FORM MUST BE COMPLETED AND RETURNED TO THE EXAMS TEAM BY EMAIL  
TO [registry-overseas-exams@glg.ac.uk](mailto:registry-overseas-exams@glg.ac.uk)**

**By Friday 24 June 2022.**

**LATE APPLICATIONS CANNOT BE ACCEPTED**



**Part 2 – Please Complete All Sections:**

<b>1. Student Number:</b>	
<b>2. Family Name:</b>	
<b>3. First Name:</b>	
<b>4. University Email:</b>	
<b>5. Home Address:</b>	
<b>6. Telephone Number</b> (Including Code From UK)	
<b>7. Country in which you wish to sit examinations</b> (If this is not your country of residence please give reason, this is required for Clerk of Senate and Head of School approval)	
<b>8. Nearest Major City</b> (To your Home Address)	
<b>9. Programme of Study</b>	

**PART 2 CONTINUES ON THE NEXT PAGE**

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Section 2 Continued – Please Complete All Sections:

Exams to be Re-taken:

Please use official exam codes, exam names as they appear in the resit timetable and specify if the exam is a class test or degree exam.

Table with 3 columns: Exam Code, Exam Name, Class Test or Degree Exam. Includes example rows for ACCFIN2002\_1 and ACCFIN2002\_2.

You must return this form by Friday 26 June 2020 via email to: registry-overseas-exams@.gla.ac.uk

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By Friday 24 June 2022.

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**Section 3 Declaration:**

I, the undersigned, have applied to take University of Glasgow examination(s) overseas. I am aware that this service carries a fee of £80.00 per examination payable to the University of Glasgow, which shall be charged to my student record. I confirm that I accept this charge, and wish the University of Glasgow to proceed with arranging my examination(s).

Signed \_\_\_\_\_

**What Next?**

Please return Section 2 and 3 of this form by email to [registry-overseas-exams@glasgow.ac.uk](mailto:registry-overseas-exams@glasgow.ac.uk) by Friday 24 June 2022.

Please note that the Overseas Exam mailbox is not monitored until after the April/May exam results release date, Tuesday 14 June 2022.

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**By Friday 24 June 2022.**

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